



IPLA
Professional Licensing Agency

Renewal Application for CE Sponsor – SW Board

Print full name & address below If you need additional space, attach a separate sheet on which you have written the corporation name and registration number. I hereby swear or affirm under the penalties of perjury that the foregoing information is true and that all shareholders, officers, and directors are in compliance with IC23-1.5.	Print Registration Number	Date Expires 4/1/2012	Renewal Fee \$50.00
	List program title(s), program date(s) and number of CE hours granted for each program conducted since last renewal.		
	Program Title	Date	CE Hours
	1.)		
	2.)		
	3.)		
	4.)		
	5.)		
	6.)		
	7.)		
Signature of Officer of Corporation			Date Signed
Make Check Payable To	Enter change of address		ADD A \$50 LATE FEE IF PAID AFTER 4/1/2012
Indiana Professional Licensing Agency			

Please submit a letter with the completed renewal form and fee if any of the following have occurred since your organization was granted approval, or since your last renewal:

- The name of the organization has changed (include date of name change).
- The name of the contact person within the organization has changed.
- If your organization has been approved to provide continuing education by any other state licensing boards or any national organizations (include date of approval).

1. Programs shall have a statement of objectives, which the program should achieve for its participants, relating to and enhancing the licensee's practice.
2. Programs shall have a responsible person to coordinate and administer the program.
3. Programs shall have a proper system for maintenance of proper records.
4. Programs shall have adequate funding for the educational program undertaken.
5. Program curriculums shall explore, in considerable depth, one subject, or a closely related group of subjects, related to the licensee's practice.
6. Programs shall have qualified faculty members with demonstrated competence in the subject areas.
7. Programs shall be held in adequate facilities that allow for an effective program.
8. Programs shall employ a variety of educational methods and teaching aids that enhance the learning opportunities.
9. Programs shall have appropriate methods of evaluation that are devised and used to measure the continuing education programs' effectiveness.
10. Programs shall provide, to the participants, a meaningful record of attendance stating the continuing education hours involved.

Questions/Information: You may log onto our Board website at <http://www.in.gov/pla/social.htm> or email us at pla5@pla.in.gov or call us at (317) 234-2064 for any questions you may have regarding your registration or this renewal form.